

**DEPARTMENT OF FORESTRY AND FIRE PROTECTION**

P.O. Box 944246
SACRAMENTO, CA 94244-2460
Website: www.fire.ca.gov
(916) 445-7920



January 5, 2009

To: All Candidates Competing in the Battalion Chief (Nonsupervisory) Examination

Subject: MANDATORY Education/Experience Matrix

DUE DATE: POSTMARKED NO LATER THAN JANUARY 27, 2009

Congratulations! Your application for the Battalion Chief (Nonsupervisory) examination has been accepted.

The purpose of this letter is to provide you with information about the remaining phases of this examination. Enclosed are a Mandatory Education/Experience Matrix that you must complete and return and a sample Mandatory Education/Experience Matrix to assist you. The matrix must be completed and mailed to the following address **postmarked no later than January 27, 2009**.

California Department of Forestry and Fire Protection
Examination Unit – Attention: Danielle Greco
P. O. Box 944246
Sacramento, California 94244-2460

IF YOU FAIL TO RETURN THE COMPLETED MATRIX BY THE POSTMARK DATE, YOU WILL BE DISQUALIFIED FROM THE EXAMINATION AND YOU WILL NOT BE ELIGIBLE TO COMPETE IN THE ORAL INTERVIEW.

The Mandatory Education/Experience Matrix will assist the interview panel in evaluating/assessing the full range of your qualifications (on a competitive basis) as it reflects your future ability to successfully perform as a Battalion Chief (Nonsupervisory). Therefore, it is especially important that you take special care in accurately and completely filling out this matrix.

EXPERIENCE: When completing the matrix, provide the beginning and ending dates (mm/dd/yy – mm/dd/yy) that corresponds to the classification(s) and assignment(s) you have worked. Provide dates only if you performed the duties of the classification(s) and assignment(s) listed. Supervision of staff performing the duties is not applicable and should not be completed. Assignments must be at least six consecutive months or more in duration by January 27, 2009. Experience credit will not be given in more than one category for the same time period. In addition, please check the box(es) that indicate the location(s) that you have worked for the assignment(s) listed in the experience section. Please refer to the sample matrix to assist you.

CONSERVATION IS WISE-KEEP CALIFORNIA GREEN AND GOLDEN

PLEASE REMEMBER TO CONSERVE ENERGY. FOR TIPS AND INFORMATION, VISIT "FLEX YOUR POWER" AT WWW.CA.GOV.

YOU MUST PROVIDE THE FOLLOWING INFORMATION IN CONJUNCTION WITH ANY EDUCATION/CERTIFICATION(S)/LICENSE YOU CHECKED:

EDUCATION: Check the box that indicates the highest level of education completed. You must include the name of the college, corresponding major, and completion date. To receive credit for a college degree, you must have received your diploma from an accredited institution of post secondary education recognized by the American Council on Education. You must provide a copy of your diploma or transcripts (transcripts must indicate that a degree has been issued). If your diploma or transcripts are not available, you may provide a letter (on official letterhead) from the educational institution signed by the dean or registrar indicating completion of requirements to obtain a degree. Verification must include your name, the name of the educational institution, the corresponding major, and the completion date.

CERTIFICATION(S)/LICENSE: Check the box(es) that indicate the certification(s)/license you possess. A certificate of completion/license is required and must be submitted with the matrix.

INCIDENT COMMAND SYSTEM QUALIFICATIONS: Check the box(es) that indicate the Incident Command System qualifications for which you are currently qualified as of January 27, 2009; trainee status will not be counted. It is not necessary for you to provide verification if you checked any of these box(es). Verification will be handled internally through the Examination Unit.

STATE OR FEDERAL INCIDENT COMMAND TEAM POSITION(S): Check the box(es) that indicate the State or Federal Incident Command Team position(s) you have held for 12 consecutive months or more in duration by January 27, 2009. You must include the from and to date(s) (mm/dd/yy – mm/dd/yy), team name(s), and team number(s). It is not necessary for you to provide verification if you checked any of these box(es). Verification will be handled internally through the Examination Unit.

For your convenience, the enclosed matrix is also available as a Microsoft Word document and is located on the statewide bulletin board, the Department of Forestry and Fire Protection's (CAL FIRE's) Intranet, and on the Internet. To access this file on the statewide bulletin board, click on the folder "Public Folders/All Public Folders/Sacramento HQ Units/Management Services/Exam Announcements/Battalion Chief Matrix". Double click on the Word icon to view, print, or save to your hard drive or disk. To access this file on the CAL FIRE Intranet, click on the link, "Employee Info (to the top left of the page)/Exams Page/Current Examinations/Battalion Chief Matrix". To access this file on the Internet visit www.fire.ca.gov, click on "Career Opportunities (under Most Popular Links)/Current Examinations (under Career Links)/Departmental Promotional Examinations/Battalion Chief Matrix".

Interviews are anticipated to be held in March/April 2009. Notices to appear will be mailed to the candidates approximately two weeks beforehand. The interview panel will be provided with predetermined questions that will be asked of all the candidates. All questions will be based on the factors listed on the examination bulletin in the section titled, "Qualifications Appraisal Interview – Scope" and are designed to elicit responses that relate to your readiness for promotion. **IT IS A VIOLATION OF THE GOVERNMENT CODE TO DISCLOSE THE INTERVIEW QUESTIONS TO ANYONE AT ANYTIME, EVEN AFTER THE COMPLETION OF THE INTERVIEWS. PLEASE READ, SIGN, AND RETURN THE ENCLOSED IMPORTANT SECURITY INFORMATION FORM WITH YOUR COMPLETED AND SIGNED MATRIX.**

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Additionally, in preparation for the oral interview, please remember to answer the questions as if you were a Battalion Chief (Nonsupervisory), rather than limiting your perspective to your current classification. In other words, there are additional duties and responsibilities required at the higher level that you will be expected to know. THE PANEL WILL BE ASSESSING YOUR POTENTIAL TO SUCCESSFULLY PERFORM AS A BATTALION CHIEF (NONSUPERVISORY).

We hope this information is helpful and wish you success in the Battalion Chief (Nonsupervisory) examination.

Sincerely,

Danielle Greco
Exam Analyst

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Enclosures